



বাংলাদেশ নির্বাচন কমিশন  
নির্বাচন কমিশন সচিবালয়

No.17.00.0000.018.24.001.19- 148

Date: 25 July 2019

To

Chief Accounts Officer,  
C&AG, PSC and Election Commission Secretariat (3rd phase)  
Segunbagicha, Dhaka.

**Subject: Visit to Malaysia.**

Dear Sir,

The undersigned is directed to convey the approval of the Bangladesh Election Commission Secretariat to the following officers for visiting the Dell Factory and participating in the hands on training on Dell Server and Dell Storage System Management during 28-31 July 2019 in Penang, Malaysia.

Sl#	Name	Designation & Office Address	Remarks
1	Mr. Md. Mokhlesur Rahman	Additional Secretary Election Commission Secretariat, Dhaka	Team Leader
2	Mr. Md. Rafiqul Hoque	System Manager Election Commission Secretariat, Dhaka	Member
3	Mr. Akhtaruzzaman	System Analyst Election Commission Secretariat, Dhaka	Member
4	Mr. Md. Serajul Islam	Assistant Programmer Election Commission Secretariat, Dhaka	Member
5	Ms. Shifat Jahan	Assistant Programmer Election Commission Secretariat, Dhaka	Member
6	Mr. Abu Naser Md Manchor Hallaz	Assistant Programmer Election Commission Secretariat, Dhaka	Member
7	Mr. Mohammad Asaduzzaman	Assistant Programmer Election Commission Secretariat, Dhaka	Member
8	Mr. Al Nahian	Assistant Programmer Electoral Training Institute, Dhaka	Member

02. The terms and conditions are mentioned below:

- they will leave Dhaka on 27 July 2019 or on an approximate date and will return to Dhaka on 01 August 2019 or on an approximate date;
- the period of this tour and time spent for travel and transit will be treated as on duty;
- they will draw their usual pay and allowances in local currency and no part of it should be drawn in foreign currency;
- all expenses regarding this visit will be borne by the Computer Services Limited while Bangladesh Election Commission bear the other incidental expenses;
- Ms Shifat jahan will be accompanied by her son Md Riyadh Hossain. All expenditures of her son will be borne by herself;
- this is an official visit.

Continue page2

অফিসের ঠিকানাঃ

নির্বাচন ভবন, প্লট নং-ই-১৪/জেড, আগারগাঁও, ঢাকা-১২০৭

যোগাযোগঃ

ফোন : +৮৮০-০২-৫৫০০৭৬০০ ফ্যাক্স : +৮৮০-০২-৫৫০০৭৫১৫

ই-মেইলঃ secretary@ecs.gov.bd ওয়েব এড্রেসঃ www.ecs.gov.bd



03. This order is issued with the approval of the competent authority.

Sincerely,



25.07.2019

(Fahmida Sultana)

Assistant Secretary

Phone: +88-02-55007561

Mobile: +88-01711392461

Email: [fahmidaslt@gmail.com](mailto:fahmidaslt@gmail.com)

No.17.00.0000.018.24.001.19- 148

Date: 25 July 2019

Copy forwarded for kind information and necessary action to (not in order of seniority):

1. Cabinet Secretary, Cabinet Division, Bangladesh Secretariat, Dhaka.
2. Principal Secretary to the Hon'ble Prime Minister, Prime Minister's Office, Tejgaon, Dhaka.
3. Senior Secretary, Ministry of Foreign Affairs, Segunbagicha, Dhaka.
4. Secretary, Public Security Division, Ministry of Home Affairs, Bangladesh Secretariat, Dhaka.
5. H.E the High Commissioner of Malaysia in Bangladesh, House No. 19, Road No. 6, Baridhara 1212, Bangladesh
6. H.E the High Commissioner of the People's Republic of Bangladesh in Malaysia, 5B & 5C (Lot No.9 & 10), Jalan Sultan Yahya Petra 54100, Kuala Lumpur
7. Chairman, Civil Aviation Authority of Bangladesh, Kurmitola, Dhaka.
8. Police Commissioner, Dhaka Metropolitan Police, Dhaka.
9. Director General, NID Wing, Election Commission Secretariat, Dhaka.
10. Joint Secretary (All), Election Commission Secretariat, Dhaka.
11. Director General, Electoral Training Institute, Dhaka.
12. Director General, Department of Immigration and Passport, Dhaka.
13. System Manager, Election Commission Secretariat, Dhaka [With request to publish in the website].
14. Deputy Secretary (All)/Director/Deputy Chief, Election Commission Secretariat, Dhaka.
15. ...., Participants
16. Director, Hazrat Shah Jalal (R:) International Airport, Dhaka.
17. Senior Assistant Secretary (Budget), Election Commission Secretariat, Dhaka
18. Private Secretary to the Chief Election Commissioner (For kind information of the Hon'ble Chief Election Commissioner).
19. Private Secretary to the Election Commissioners (For kind information of the Hon'ble Election Commissioners).
20. Private Secretary to the Secretary, Election Commission Secretariat, Dhaka (For kind information of the Secretary).
21. Assistant Secretary (Personnel Management-1), Election Commission Secretariat, Dhaka [With Request to keep in the related personal file]
22. Personal Officer to the Additional Secretary, Election Commission Secretariat, Dhaka (For kind information of the Additional Secretary).
23. Mr. Md Faruq Hossain, Project Co-ordinator, Computer Services Limited, Banani, Dhaka.
24. Office copy.



25.07.2019

(Fahmida Sultana)

Assistant Secretary